

Notification of Columbus Police Department Hiring Processes

Equal Opportunity Employer- Discrimination in employment because of race, religion, creed, color, natural origin, ancestry, disability, age, sex, or liability for service in the Armed Forces of the United States is prohibited by City policy. In addition, the City employment policy requires compliance with national and state employment practices, laws, and regulations. The City is an equal opportunity employer.

Positions:

1. Police Officer,
2. Reserve Officer,
3. Civilian Personnel,
4. Crossing Guard, and
5. Auxiliary (Volunteer)

Processes:

1. Police Officer

- A. Applicant testing of entry level skills will be scheduled will include:
 1. A written aptitude test; and
 2. A physical fitness test.
- B. An oral interview board will be selected by the Chief of Police or his/her designee, and any remaining applicants will be interviewed by the board. Based on the interviews, the board will create a list, ranking the applicants they deem qualified. Those who do not make the list will be eliminated from the current process.
- C. A conditional offer may be given to one or more of the remaining applicants. The status of the offer is conditionally based on the results of the following:
 1. Background investigation – a thorough and complete background investigation is conducted and may include, but not be limited to, areas such as:
 - a. A review of criminal records and/or history;
 - b. Driving history (including accidents);
 - c. Credit history;
 - d. Educational history;
 - e. Present and past employment;
 - f. Verification of at least three personal references;
 - g. Military history;
 - h. Neighborhood interviews; and
 - i. Unannounced in-home interview.
 2. Polygraph examination, or other truth verification test.
 3. Medical examination; and
 4. Emotional stability/psychological fitness examination.
- D. Upon successful completion of all phases of the process, the applicant may be offered a position. If the applicant is offered a position, they will begin a probationary period.
- E. Upon successful completion of the probationary period, a person may be appointed to the position of Police Officer.

2. Reserve Officer

- A. The selection process for Reserve Officers will be conducted in the same manner as the Police Officer selection process.

3. Civilian Personnel

- A. An oral interview board will be selected by the Chief of Police or his/her designee, and any applicants will be interviewed by the board. Based on the interviews, the board will create a list, ranking the applicants they deem qualified. Those who do not make the list will be eliminated from the current process.
- B. A conditional offer may be given to one or more of the remaining applicants. The status of the offer is conditionally based on the results of the following:
 - 1. Background investigation – a thorough and complete background investigation is conducted and may include, but not be limited to, areas such as:
 - a. A review of criminal records and/or history;
 - b. Driving history (including accidents);
 - c. Credit history;
 - d. Educational history;
 - e. Present and past employment;
 - f. Verification of at least three personal references;
 - g. Military history;
 - h. Neighborhood interviews; and
 - i. Unannounced in-home interview.
 - 2. Polygraph examination, or other truth verification test;
- C. Upon successful completion of all phases of the process, the applicant may be offered a civilian position.

4. Crossing Guard

- A. A local background check will be conducted on applicants prior to being offered an interview.
- B. An oral interview board will be selected by the Chief of Police or his/her designee, and any applicants will be interviewed by the board. Based on the interviews, the board will create a list, ranking the applicants they deem qualified. Those who do not make the list will be eliminated from the current process.
 - 1. Applicants are invited to participate in the applicant interviewing phase based on the applications that are on file with the City of Columbus Personnel Office provided no disqualifying factors were present on their background check.
- C. An offer for the position of crossing guard may be given to one or more of the remaining applicants.

5. Auxiliary (Volunteer)

- A. A local background check will be conducted on applicants prior to being offered an interview.
- B. An oral interview board will be selected by the Chief of Police or his/her designee, and any applicants will be interviewed by the board. Based on the interviews, the board will create a list, ranking the applicants they deem qualified. Those who do not make the list will be eliminated from the current process.
 - 1. Applicants are invited to participate in the applicant interviewing phase based on the applications that are on file with the City of Columbus Personnel Office provided no disqualifying factors were present on their background check.
- C. An offer for the position of Auxiliary may be given to one or more of the remaining applicants.

Additional Information for All Processes:

- 1. Any Columbus Police Department reserve officer or police officer who leaves their position with the Columbus Police Department in good standing may be exempt, at the discretion of the Chief of Police, from having to complete any or all of the phases of the selection process, provided the applicant had previously completed any or all of the phases of the selection process during the selection process for their prior status with the Columbus Police Department.
- 2. All applicants who participate in the selection process who are determined to be ineligible for appointment during or after any phase of the selection process will be informed in writing that they are no longer eligible and/or have been eliminated from the selection process within 30 calendar days of the decision.

**City of Columbus
Personnel Office
123 Washington Street
Columbus, IN 47201
812-376-2570 Fax 812-376-2579**



POLICE OFFICER
APPLICATION ATTACHMENT

1. Applicants must be at least 21 years of age and no more than 35 years of age by date of hire, therefore, the applicant must provide their date of birth _____, and supply a copy of their birth certificate with their application.
2. Applicants must have a high school diploma or equivalent, and must supply a copy of their high school diploma or equivalent with their application.
3. Applicants must have a valid driver's license, and must supply a copy of their driver's license with their application.
4. Upon request, applicants must provide fingerprints that are subject to NCIC/IDACS clearance.
5. Applicants are informed of the hiring process via the Notification of Columbus Police Department Hiring Processes form that was received with their application.

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Application Number: _____

Application Form

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Date: _____

Last Name First Name M.I.

Address1

Address2

City State Zip

Day Phone Night Phone Cell Phone

Email Address: _____ Social Security #: _____

Position Applied For: _____ Department: _____

Are you 18 years or older? ☐ Yes ☐ No If no, state age: _____

Have you ever worked for the City of Columbus? ☐ Yes ☐ No

If yes, Name used when employed: _____

Department Worked In: _____ Dates of Employment: _____

Is any member of you family employed by the City of Columbus? ☐ Yes ☐ No

If yes, provide Name, Relation, and Department: _____

Have you ever been convicted, pled nolo contendere, plead guilty, or had the adjudication of guilt withheld for any offense(s) other than Minor Traffic Violations?

☐ Yes ☐ No

If yes, what charge(s)? _____

Country/ State: _____ Date(s): _____

Can you show proof of eligibility to work in the United States?

☐ Yes ☐ No

If offered employment with the City, you will be required by federal law, to furnish documents showing you are eligible to work in the U.S. Individuals who do not furnish these documents can not work for the City.

Education

High School: _____

Address: _____

Received: ☐ Diploma ☐ Certificate of Completion ☐ G.E.D.

College, University or Professional School:

Address: _____

Major/Minor Course of Study _____ Did you graduate? ☐ Yes ☐ No

Type of Degree received? _____

Experience

Describe your work experience beginning with your current or most recent job. Use a separate block to describe each position. Include volunteer work, if applicable. Indicate number of employees supervised. Provide an explanation of any gaps of employment. If needed, attach additional sheets, using the same format as on the application. Resumes are acceptable for the description of duties and responsibilities. All information in this section must be completed.

Name of Present or Last Employer: _____

Street/City/State/Zip: _____

Telephone: _____ Job Title: _____ Dates: _____

Supervisor's Name: _____

Duties and Responsibilities: _____

Reason(s) for Leaving: _____

May we contact your employer? ☐ Yes ☐ No ☐ LaterWage/Salary: \$ _____ ☐ Part Time ☐ Full Time

Name of Previous Employer:

Street/City/State/Zip: _____

Telephone: _____ Job Title: _____ Dates: _____

Supervisor's Name: _____

Duties and Responsibilities: _____

Reason(s) for Leaving: _____

May we contact your employer? ☐ Yes ☐ No ☐ LaterWage/Salary: \$ _____ ☐ Part Time ☐ Full Time

Name of Previous Employer: _____

Street/City/State/Zip: _____

Telephone: _____ Job Title: _____ Dates: _____

Supervisor's Name: _____

Duties and Responsibilities: _____

Reason(s) for Leaving: _____

May we contact your employer? ☐ Yes ☐ No ☐ Later

Wage/Salary: \$ _____ ☐ Part Time ☐ Full Time

Name Previous Employer: _____

Street/City/State/Zip: _____

Telephone: _____ Job Title: _____ Dates: _____

Supervisor's Name: _____

Duties and Responsibilities: _____

Reason(s) for Leaving: _____

May we contact your employer? ☐ Yes ☐ No ☐ Later

Wage/Salary: \$ _____ ☐ Part Time ☐ Full Time

Comments including explanation of any gaps in employment:

Military Service

Branch: _____ Dates: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Drivers License

Please complete only if applying for a position which requires driving as stated in posted job requirements.

Issuing State: _____ License #: _____

CDL Classification, if applicable: _____

With previous employment, within the last 2 years, have you participated in random testing for substance abuse? ☐ Yes ☐ No

Other Licensure, Registration, Certification: *Examples PE, CPA, Wastewater-Drinking Classification*

Type of License: _____ Issuing State: _____

License or Certification #: _____

List experience, education, or training you have had which particularly qualifies you for the job for which you are applying?

List any machinery or motor equipment you operate efficiently:

List Clerical Skills, Interaction Skills, Organizational Skills:

List Computer Skills/Knowledge:

Personal References

Please list three individuals who are not related to you and do not live with you.

Name 1: _____

Address: _____

Phone #: _____ Relationship: _____

How Do You Know This Person? _____ How Long Have You Known? _____

Name 2: _____

Address: _____

Phone #: _____ Relationship: _____

How Do You Know This Person? _____ How Long Have You Known? _____

Name 3: _____

Address: _____

Phone #: _____ Relationship: _____

How Do You Know This Person? _____ How Long Have You Known? _____

Conclusion

I hereby certify that to the best of my knowledge all of the information contained in this application is true.

All statements on the application and attachment are subject to verification. Exaggerated, false or misleading statements and the omission of facts called for on this application may be cause for rejection of the application and / or termination of employment.

I authorize anyone to whom request is made to supply the City with any relevant information concerning my background in connection with employment consideration. I hereby release all parties including, but not limited to the City and my prior employers, from any and all liability for damage that may result from their furnishing information concerning me.

I voluntarily agree to submit to a drug test as part of my application for employment. I understand that either my refusal to submit or failure to pass the drug test will disqualify me from further consideration of employment.

I understand that if the City employs me, my employment will be at the will and pleasure of the City and may be terminated by the City at any time.

I understand that my employment, if for a driving position, is contingent upon having a clean driving record for the immediate past three years, and I hereby give my permission to the City to make investigations related to this contingency.

Columbus has a policy on residency- as applicable with local ordinance and State law. I understand that if offered employment, I will have six (6) months to meet this requirement.

Applicant Signature

Date

**An Equal Opportunity Employer
M/F/V/H**

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**An Equal Opportunity Employer
M/F/V/H**

*The following statistical information is required for compliance with Federal Laws.
The information requested is voluntary and will remain separate from your application for employment.*

Position Applied For: _____ **Department:** _____

Category:

- | | | |
|--|--|---|
| <input type="checkbox"/> Exec / Sr. Lvl Officials & Mgrs | <input type="checkbox"/> Professional | <input type="checkbox"/> Craft Workers (Skilled) |
| <input type="checkbox"/> First / Mid Lvl Officials & Mgrs. | <input type="checkbox"/> Technician | <input type="checkbox"/> Operatives (Semi-Skilled) |
| | <input type="checkbox"/> Sales | <input type="checkbox"/> Labors & Helpers (Unskilled) |
| | <input type="checkbox"/> Office and Clerical | <input type="checkbox"/> Service Workers |
| | <input type="checkbox"/> Protective Services | |

EEO Codes:

- | | |
|--|---|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| <input type="checkbox"/> Non Hispanic White | <input type="checkbox"/> American Indian / Alaskan Native |
| <input type="checkbox"/> Non Hispanic Black | <input type="checkbox"/> Asian or Pacific Island |
| <input type="checkbox"/> Hispanic (Spanish Origin) | <input type="checkbox"/> Other (Two or More) |

Are you a Veteran?

- ☐ Yes ☐ No

If yes, are you a Vietnam Era Veteran?

- ☐ Yes ☐ No

Referral Source:

- | | | |
|--|--|--------------------------------|
| <input type="checkbox"/> Bulletin Board | <input type="checkbox"/> Advertising / Newspaper | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Walk-In | <input type="checkbox"/> Website / Internet | <input type="checkbox"/> Other |
| <input type="checkbox"/> Agency Referral | <input type="checkbox"/> Friend / Employee | |